



# HUMAN RESOURCES DEPARTMENT

City of Burlington

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## ART FROM THE HEART COORDINATOR BURLINGTON CITY ARTS

**POSTING DATE:** November 23, 2015  
**RATE OF PAY:** \$20.59/HR  
**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** December 2, 2015  
**POSITION STATUS:** Limited Service Part-Time 20/wk  
**CLASSIFICATION GRADE:** 15  
**UNION:** Non-Union

This position is responsible for implementing all aspects of Art from the Heart, a volunteer program at the UVM Medical Center that brings art supplies to the bedsides or communal spaces of patients.

### Essential Job Functions:

- Plan and develop programming for children and families at the UVM Medical Center and Children's hospital and provide a welcoming and encouraging environment.
- Provide guidance and support to children creating art projects as part of the program.
- Create and maintain Art Kits and other supplies necessary for the program.
- Ensure that materials are ready and available for families at UVM Medical Center and Children's Hospital.
- Develop and implement a comprehensive volunteer recruitment program to ensure all shifts for the program are covered seven days a week.
- Train volunteers in practice of arts coaching and provide appropriate information, directions, procedures and materials throughout their service.
- Implement volunteer evaluation procedures and appreciation systems.
- Liaise with UVM Childlife Services and Volunteer Services on a regular basis.
- Continuously build relationships with key hospital staff to promote and provide support for the program.
- Work with UVM Medical Center volunteer services to ensure all volunteers receive appropriate orientation and training.
- Implement volunteer evaluation procedures and appreciation systems.
- Regularly evaluate the program through a variety of sources such as interviews with nursing staff, volunteers, patients and caregivers and address concerns as needed to strengthen the program.
- Coordinate and promote annual exhibition of children's art work as well as ongoing showcases both at UVM Medical Center and other area locations.
- Create other awareness-building events as necessary.
- Develop and work with BCA staff to promote Art From the Heart through an annual exhibition program, on-going showcases at UVM Medical Center, article writing, public speaking and other awareness building events as necessary
- Assist in the cultivation and development of potential funding sources for the program.
- Participate in grant drafting, membership drives, and special fundraising events.
- Plan and monitor budget of approximately \$10,000 and maintain program supplies.
- Maintain knowledge of current research and practices related to arts in healthcare settings.

### Qualifications/Basic Job Requirements:

- Bachelor's degree in art management, social work or related field.
- One year of experience working or volunteering in with a not-for-profit organization, experience in healthcare setting preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- One year of experience working or volunteering with an arts related agency.
- One year of experience working with children.
- Ability to work in a children's hospital setting.
- Experience coordinating volunteers; demonstrated leadership and interpersonal skills, and ability to motivate wide range of people.
- Ability to communicate effectively orally and in writing, including demonstrated public speaking and writing experience.
- Highly developed organizational and administrative skills.
- Ability to recruit and manage volunteers.
- Ability to work independently and as a member of a team.
- Ability to communicate effectively with individuals at various levels of an organization including volunteers, members, staff and Board Members.
- Must be able to operate standard office equipment.
- Demonstrated ability to initiate and manage projects
- Training in research on art and healthcare preferred.
- Ability to work well under pressure and meet deadlines.
- Proficiency in Microsoft word. Experience in Excel and with Adobe Photoshop preferred.
- Willingness to travel and work flexible hours, including evenings and weekends
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.